



## COMMUNICATIONS COMMITTEE MEETING

Commissioners Room

Friday, July 26, 2013; 9:00 a.m.

### AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Correspondence
5. Approval of Minutes – Meeting held on March 8, 2013  
Meeting held on April 12, 2013

PUBLIC PARTICIPATION – Public comment regarding agenda items will be heard during each agenda topic after initial discussion by the Committee.

6. Old Business
  - A. Report from and discussion with Max Hamby, IT Department Supervisor, on status of City website overhaul, process and timeline for moving forward and potential for further involvement of the Communications Committee.
  - B. Update on implementing an online program to access documents which support Commissioner agenda topics including discussion on developing a draft policy for implementing the online Support Documents Program.
  - C. Update on committee recommendations to the Commissioners to amend the time of retention for online access to audio recordings of meetings.
  - D. Update on committee recommendation to the Commissioners to better identify on meeting agendas opportunities for the public to talk during Commissioners' meetings.
7. New Business
  - A. Introductory discussion about a potential program for the City to issue "Welcome" letters to new property and/or business owners.
8. Discuss and prioritize items to include on future agendas.
9. Set next meeting.
10. Committee Member Comment
11. Public Comment
12. Adjournment

AGENDA ITEMS MAY BE CONSIDERED OUT OF SEQUENCE

\*For additional information or special accommodations, please call (302) 227-6181 (TDD Accessible) 24-hours prior to the meeting.

amw: 07/19/13; posted 07/19/13

pc (via Fax) Cape Gazette, Coast Press, Delaware State News